

AA&E

Proponent For Inspection: LEC, Physical Security

Point of Contact: _____

Unit Inspected: _____

Date of Inspection: _____

Unit Representative: _____

Unit Phone No.: _____

Inspector's Name: _____

Inspector's Phone No.: _____

Unit Overall Rating: T P U

REFERENCES: AR 190-11, 12 Feb 98; AR 190-13, 30 Sep 93; AR 190-14, 12 Mar 93; AR 190-51, 30 Sep 93; AR 525-13, 04 Jan 02; AR 710-2, 25 Feb 04; AR 190-59, 01 Aug 98; AR 190-16, 31 May 91; AR 380-5, 29 Sep 00; AR 50-6, 26 Jun 01; FLW Supp to AR 190-51, 22 Jul 97; FLW Supp to AR 190-13, 22 Jun 97; FLW Supp to AR 190-11, 02 Sep 86; DA PAM 190-51, 30 Sep 93; DA PAM 710-2-1, 31 Dec 97; FM 3-19-30, 08 Jan 01; FLW IDS SOP, Jul 03

STANDARDS: A Trained "T" rating will be noted for compliance (GO) when no critical deficiencies are observed, and minor deficiencies are corrected on the spot. A Needs Practice "P" rating will be noted when the number of non-critical deficiencies noted is less than 5 and the severity of each is such that security and accountability is maintained, and unit actions are initiated or being implemented during the inspection to correct the cited minor deficiencies. An Untrained "U" rating will be noted for all critical (NO GO) re-occurring deficiencies, one critical deficiency or 5 or more non-critical deficiencies. A "U" requires immediate command emphasis to initiate corrective actions. This checklist is a general guide used by inspectors to cover appropriate areas. When other deficiencies or weak areas are recorded, a further in-depth inspection may occur to ensure security standards are maintained. **Note:** This checklist applies to all levels at the BDE, BN, CO, and any activities/directorates on FLW.

INSPECTION CRITERIA:	LEVEL	GO	NO GO	REMARKS
ARMS ROOM	CG/CMDT			
1. Does the unit or activity have the required publications noted above?	CG/CMDT			
2. Has the unit commander or activity director coordinated the Physical Security Plan (with an Arms Room Annex), with the FLW Physical Security Office within the past twelve months IAW AR 190-11, 1-12?	CG/CMDT			
3. Does the Physical Security Plan contain written specific orders and/or instructions directing the training and responsibility of individual soldiers, armed guards, and/or civilians to safeguard AA&E IAW AR 190-11, 2-10 and AR 190-14, 1-4?	CG/CMDT			
4. Does the Plan contain written specific orders and/or instructions for the issue, accountability, control, and turn-in of weapons IAW AR 190-11, 1-10b, 2-10a(1), AR 710-2, 2-12 and DA Pam 710-2-1, 9-11?	CG/CMDT			
5. Has the commander provided specific instructions for individuals that have AA&E responsibilities during operational and or training conditions IAW AR 190-11, 1-10b?	CG/CMDT			
6. Has the commander established a training program for personnel accountability for AA&E IAW AR 190-11, 2-10? (Will use FLW Form 97, Physical Security AA&E Briefing)	CG/CMDT			
7. CRITICAL Have AA&E background screenings using DA Form 7281-R been completed on all personnel involved with AA&E or AA&E keys IAW AR 190-11, 2-11, and 4-19?	CG/CMDT			
8. Are signs depicting the arms room as a restricted area and alarmed areas posted IAW AR 190-11, 4-15, 4-16 and AR 190-13, 6-4?	CG/CMDT			
9. Is unaccompanied access limited to a minimum and a posted list of individuals authorized unaccompanied access posted on the inside of the arms room door IAW AR 190-11, 4-19?	CG/CMDT			
10. Is there security lighting at the entrance or issue window of the arms room and is the switch for the exterior light(s) inaccessible to authorized personnel IAW AR 190-11, 4-2d?	CG/CMDT			
11. Is the outer most door on Category I and II storage either a Class 5 steel vault door with built-in three position, combination lock or secured with a high security lock and shrouded hasp IAW AR 190-11, 4-2e(1)?	CG/CMDT			
12. For facilities equipped with double-door protection, is a high security padlock and hasp used on the most secure door and a secondary lock on the other door IAW AR 190-11, 4-2e(1)?	CG/CMDT			
13. Is the DA Form 4604-R (Security Construction Statement) current (revalidated every 5 years), posted in the facility and have waivers or exceptions been granted if standards are not met IAW AR 190-11, 2-2, 2-4?	CG/CMDT			
14. Are compensatory measures for waivers or exceptions of construction standards in effect IAW AR 190-11, 2-4d, e.? (Reference #13)	CG/CMDT			
15. In AA&E storage facilities not continuously manned <u>are arms</u> stored in banded crates, metal containers, approved standard issue racks, or locally fabricated arms racks when not in use IAW AR 190-11, 4-2 c. (1)? Are racks or containers weighing less than 500 pounds secured to the structure or chained and bolted together and total weigh is greater than 500 pounds IAW 4-2c(2).	CG/CMDT			
16. CRITICAL Are crates or containers that are banded, locked, or sealed in a way to prevent removal of a weapon without leaving a sign of tampering IAW AR 190-11, 4-2 c(1)?	CG/CMDT			
17. Is ammunition stored in the unit arms authorized by Commander IAW AR 190-11, 5-8c(a)? (Memorandum must be posted in arms room)	CG/CMDT			
18. CRITICAL Is the ammunition stored and secured separately in a banded/sealed cartons or locked containers IAW AR 190-11, 5-8c(1)a and DACS-SF Memorandum DTD 13 Sep 99? (Reference #16)	CG/CMDT			

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INSPECTION CRITERIA	CG/CMDT	GO	NO	REMARKS
19. Were <u>ammunition containers</u> weighing less 500 pounds fastened to the structure, fastened together with bolts or chains and secondary lock(s) together to weigh more than 500 pounds, IAW AR 190-11, 5-8c(1)(a)?	CG/CMDT			
20. CRITICAL Is ammunition issued, controlled, and inventoried IAW DA Pam 710-2-1, 9-10 and AR 710-2, Chap 2?	CG/CMDT			
21. Are the last 12 monthly sensitive item inventories (SII) on hand IAW AR 190-11, 2-6d, DA Pam 710-2-1, 9-10a(11)? CRITICAL when two or more monthly SII are missing.	CG/CMDT			
22. CRITICAL Are copies of the PBO inventories and turn-in, issue, maintenance, shipping, and appropriate administrative documents maintained in the arms room for those weapons not physically present in the arms room IAW AR 190-11, 2-6d and DA Pam 710-2-1, 9-10?	CG/CMDT			
23. Is the original or a copy of the unit property book being stored in the arms room IAW AR 710-02, 2-12d?	CG/CMDT			
24. Has the same individual conducted consecutive monthly inventories of weapons IAW AR 190-11, 2-6d, AR 710-2, 1-13d, 2-12d, and table 21-1, para j; DA Pam 710-2-1, 9-10b? (Inventories can not be conducted by Armorer or Commander)	CG/CMDT			
25. Was a DA Form 3749 (Equipment Receipt) turned in or DA Form 2062 (Hand Receipt) completed when weapons were issued, IAW AR 190-11, 2-6d and DA Pam 710-2-1, 5-6d?	CG/CMDT			
26. Were weapons logged out and signed in, utilizing a FLW Form 93 (AA&E Log Sheet), when issued and out of the arms room for more the 24 hours IAW AR 190-11, 2-6d and DA Pam 710-2-1, 5-6d?	CG/CMDT			
27. Is a current roster of those individuals having access maintained in the unit and is it protected from public view IAW AR 190-11, 4-19? CRITICAL when 2 or more not done in a 12 month period.	CG/CMDT			
28. Have monthly IDS tests been performed and recorded on DA Form 4930-R IAW AR 190-11, 3-6h(6)(a) and FLW IDS SOP?	CG/CMDT			
29. Are toolboxes secured when not used inside the arms room IAW AR 190-11, 4-18a?	CG/CMDT			
30. Are tools, which could be used to assist in gaining unauthorized access to an arms storage facility secured or not in the vicinity of arms room IAW AR 190-11, 4-18?	CG/CMDT			
31. Has the unit/ activity established controls for physical security, amnesty, inspections and audits of ammunition IAW DA Pam 710-2-1, 9-11, 11-4, 11-5, 11-19, FLW Reg 700-2 Chap 6, and AR 190-11, 1-10, 2-5, 2-6? Approved amnesty locations are DFACs, Range Control, Ranges, and ASP). Have the amnesty boxes been approved by MANSCEN Safety Office, DOL, and DPW?	CG/CMDT			
	CG/CMDT			
PRIVATELY-OWNED FIREARMS (POF)	CG/CMDT			
32. CRITICAL Are privately owed firearms and ammunition secured and accounted for IAW AR 190-11, 4-5?	CG/CMDT			
33. Are applicable state and local laws covering registration and possession of firearms posted on the unit bulletin boards IAW AR 190-11 4-5a (3)?	CG/CMDT			
34. Are POFs/ammunition, or authorized war trophies stored in the arms rooms? If so, are:	CG/CMDT			
a. Items stored in approved locked container separate from Military AA&E IAW AR 190-11, 4-5a(1)?	CG/CMDT			
b. Inventoried in conjunction with, and at the frequency of Government weapons and ammunition, IAW AR 190-11, 4-5a(2)(b)?	CG/CMDT			
c. Has a DA Form 3749 been issued for each POF stored in the arms room, IAW AR 190-11, 4-5a(2)(a)?	CG/CMDT			
d. Is the DA form 3749 retained in the arms room when POFs are approval by commander to be withdrawn and in possession of owner IAW AR 190-11, 4-5b(3) and (4)?	CG/CMDT			
35. Is the storage of incendiary devices and explosives prohibited in the arms room IAW AR 190-11, 4-5a(6)?	CG/CMDT			
	CG/CMDT			
LOCK AND KEYS CONTROL/SEALS	CG/CMDT			
36. Is there primary and alternate key (lock and seal) custodians appointed in writing IAW AR 190-11 3-8c, AR 190-51, D-10b(6) and FLW Suppl to AR 190-51 D-2e.?	CG/CMDT			
37. CRITICAL Are AA&E keys, locks, and seals being recorded and signed in/out out to authorized person by the key and lock or seal custodian on the DA Form 5513-R IAW AR 190-11 3-8a, c, f & AR 190-51, D-10c(1)(2)?	CG/CMDT			
38. CRITICAL Are all racks and containers secured with approved secondary padlocks IAW AR 190-11 para 4-2 c(2)?	CG/CMDT			
39. CRITICAL Are AA&E keys for storage rooms, racks, containers, key depositories, locks, and IDS maintained separately from other keys and accessible only to those individuals whose official duties require access IAW AR 190-11 3-6 h(6), 3-8, 4-2?	CG/CMDT			
40. Does the master key control register (DA Form 5513-R) identify the key and lock serial numbers, location of locks, and the quantity of keys for each lock (two keys per each locking device) IAW AR 190-11, 3-8 and FLW Suppl to AR 190-51, D1-d?	CG/CMDT			
41. Are operational keys and locks inventoried monthly on a "show basis" and seals inventoried monthly by serial number? This includes all reserve locks and keys IAW AR 190-11, 3-8 and FLW Suppl 1 to AR 190-51. CRITICAL when two or more inventories have been missed.	CG/CMDT			

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